

JOB DESCRIPTION	
Department: Finance and Legal	
Position: Legal and Compliance Manager	<u>Reporting to:</u> Finance & Legal director <u>Number of direct reports:</u> 2
Duration: Open-end	
Working hours: Full time (40 hours/week)	
Job Grade: D	

Purpose of the position

MSF Japan is growing and so are its contractual and legal obligations. This is a new position, reporting to the Director of Finance and Legal, that ensures MSF Japan complies with its legal and contractual obligations, minimizes the potential legal risk and contributes to maintain a healthy relationship with suppliers and service providers, and relevant national and local regulators. In particular, personal data protection is one of important role of this position, in response to stricter regulations and heightened awareness of privacy issues in the society.

Objectives

To strengthen legal and compliance systems, including international legal affairs, in line with the strengthening of our business and protect our supporters/staff privacy and maintain our trust from the society

Requirements of the position

Commutable area to the office in Tokyo

Main Responsibilities

1. Management of Legal and Compliance Team

- Manage Legal and Compliance operations described #2 to #7 below utilizing the team resources effectively
- Monitoring the service quality of Legal and Compliance and Information Security Committee and improve it with supervising Legal and Compliance Team members
- Develop, review and present to internal stakeholders legal related rules and policies including personal data protection related rules with grasping the situation of the internal business
- Evaluate a couple of Legal and Compliance Team members including their individual objective setting, monitoring and coaching of their performance and year-end evaluation
- Plan and execute annual budget including expense and human resources

2. Contract management

- Review, advise and manage all contracts to which MSF is a party (Japanese and English, including contracts with overseas MSF sections, overseas corporations and individuals living overseas).
- Create templates (Japanese and English)
- Organize past contracts and promote electronic contract system
- Coordinate requests to pro bono attorneys and establish trusting relationships
- Manage seal application, management of electronic contract system

3. Legal advice to MSFJ organization including Board of Directors:
Respond to direct consultations from department heads, section heads, and management regarding a wide range of inquiries from the various departments and the board of directors of the secretariat (including consultations regarding labour relations, regulations, and NPO articles of incorporation)
4. Information security (personal data protection)-related operations
 - Serve as a vice chair of the Information Security Committee, supporting the chair and vice chair
 - Monitoring the social situation including regulation change or incidents happening in the society not only in Japan but also Euro (GDPR etc.), or other MSF movement wide and humanitarian sectors in the world.
 - Implement and operate the measures to protect personal information and confidential information and comply related law and regulation planned by the Information Security Committee together with other committee members.
5. Planning and implementation of compliance and risk management measures, etc.
 - Personal information, Confidential information management and other necessary training planning and implementation
 - Collaboration with overseas MSF sections and participation in data protection-related working groups, etc.
 - Planning and implementation of other compliance and risk management measures and systems
6. Research on relevant laws, regulations, and policies that affect the business
 - Personal information, GDPR
 - Copyright
 - The NPO Law (1998)
 - Others
7. Establishment and operation of systems for compliance with laws and regulations related to business
8. Other legal support

Qualifications and requirements
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- More than 10 years of legal experience
- Corporate law firm experience (civil case experience preferred) or experience working within a corporate environment
- Personal information protection measures implementation and management experience in organizations
- People supervision and team management experience
- Qualified to practice law in Japan, the U.S., or Europe is desirable, judicial scrivener or administrative scrivener qualification depending on experience skills.
- Language: Japanese – Native level, English - Business level (able to draft documents in English and communicate with overseas lawyers. Verbal communication in English a must.)
- Have a high level of interest in and understanding of our humanitarian aid activities
- Strong communication skills with the ability to understand business needs and work well with internal stakeholders and external experts.
- Willing to grow oneself and team members through the growth of the business and organization.
- Communicate openly and think positively, without sticking to the status quo.
- Strong sense of ownership and ability of identifying issues and making improvements on their own.

Special Notes:

Accordingly, the responsibilities and duties of the jobholder might differ from those outlined in this Job Description and the other duties, as assigned, might be part of the job due to the organizational and operational needs. This Job Description is only a summary of the typical functions of this position and not an exhaustive or comprehensive list of all possible job responsibilities and duties.

Other Conditions

- Salary to be defined as per MSF Japan Salary Scale
- Social insurance coverage: Japanese government insurance (Health Insurance, Welfare Pension, Employment Insurance and Workers' Accident Insurance)
- Holiday: Saturday, Sunday, Japanese national holidays, and any other days specified by MSF Japan

APPLICATION

Application documents (Please send all these documents)	<ol style="list-style-type: none">1. CV, with your photo if possible (in English)2. Motivation letter (in English)3. 履歴書 (和文)4. 職務経歴書 (和文)5. 志望動機書 (和文)
Email Address	Please send the above documents to: hqhr-recruitment@tokyo.msf.org
Application Deadline	We will close the position as soon as we find the best candidate.
Note	Only short-listed applicants will be contacted.